

**WEST MANHEIM TOWNSHIP BOARD OF SUPERVISORS**  
**YEAR 2019 RE-ORGANIZATION MEETING**  
**MONDAY, JANUARY 3, 2022**  
**6:00 P.M.**

The 2022 Reorganizational Meeting of the West Manheim Township Board of Supervisors was held on the above date and time at the Municipal Building at 2412 Baltimore Pike, Hanover, PA and through the GoToMeeting video conferencing software.

Before the meeting was called to order the following newly elected officials were sworn in by Township Secretary Miriam Clapper: Harold Hartlaub, Township Supervisor, Ruth Neiderer, Tax Collector, Travis Wetzel, Township Supervisor.

**ELECTION OF TEMPORARY CHAIRMAN**

The Meeting was called to Order at 6:05 p.m. by Supervisor Ault, followed by the Pledge to the Flag and the Invocation.

ROLL CALL: Present were Supervisors Ault, Hartlaub, Ryneerson and Wetzel; also present were Cory McCoy Engineer from C. S. Davidson, Inc., Walter Tilley, Solicitor of Stock and Leader, and Township Secretary Miriam Clapper. Supervisor Franks and Manager Michael Bowersox were not present. A quorum was present.

Supervisor Ault told those present that Township Manager Michael Bowersox was stuck on a train in Virginia due to the snowstorm in that area and Supervisor Franks is stuck in downtown Baltimore dealing with an emergency.

Supervisor Jeremy Ault then asked for nominations for a temporary chairman and Supervisor Ryneerson nominated Supervisor Ault as temporary chairman, seconded by Supervisor Hartlaub. With no other nominations and in a vote of Supervisors Hartlaub, Ryneerson, and Wetzel voting “Yay” and Supervisor Ault abstaining, the Motion carried.

**NOMINATE AND ELECT**

A. Chairman of the Board

At this point, Supervisor Ault asked if there were any nominations for the Chairman of the Board.

Supervisor Ryneerson made a motion to nominate Supervisor Ault as Chairman of the Board, seconded by Supervisor Hartlaub. In a vote of Supervisors Hartlaub, Ryneerson, and Wetzel voting “Yay” and Supervisor Ault abstaining, the **Motion carried.**

Chairman Ault then asked for nominations for the Vice-Chairman of the Board.

B. Vice Chairman of the Board

Supervisor Ault made a motion to nominate Supervisor Ryneerson as Vice Chairman of the Board, seconded by Supervisor Wetzel. In a vote of Supervisors Ault, Hartlaub, and Wetzel voting “Yay” and Supervisor Ryneerson abstaining, the **Motion carried.**

**2022 ORGANIZATION APPOINTMENTS**

A. Motion to appoint Michael Bowersox Township Manager and Zoning Officer

Supervisor Ault made a motion to appoint Michael Bowersox as Township Manager and Zoning Officer, seconded by Supervisor Ryneerson. **Motion carried.**

B. Motion to appoint Miriam Clapper as Township Secretary

Supervisor Ryneerson made a motion to appoint Miriam Clapper as Township Secretary, seconded by Supervisor Hartlaub **Motion carried.**

C. Motion to appoint Jennifer Thornton as Township Treasurer

Supervisor Ryneerson made a motion to appoint Jennifer Thornton as Township Treasurer, seconded by Supervisor Hartlaub. **Motion carried.**

D. Motion to appoint Edwin Schneider as Township Chief of Police

Supervisor Ault made a motion to appoint Edwin Schneider as Township Chief of Police, seconded by Supervisor Ryneerson. **Motion carried.**

E. Motion to appoint Derrick Baker as Township Lieutenant

Supervisor Ryneerson made a motion to appoint Derrick Baker as Township Lieutenant, seconded by Supervisor Hartlaub. **Motion carried.**

F. Motion to appoint \_\_\_\_\_ as Township Roadmaster

Supervisor Ryneerson made a motion to table the appointment of a Township Roadmaster, seconded by Supervisor Ault. **Motion carried.**

G. Motion to appoint Heather Bair as Township Code Enforcement Officer and Alternate Zoning Officer

Supervisor Ault made a motion to appoint Heather Bair as Code Enforcement Officer and Alternate Zoning Officer, seconded by Supervisor Ryneerson. **Motion carried.**

H. Motion to appoint Steve Harmon as Township Code Enforcement Officer and Alternate Zoning Officer

Supervisor Ault made a motion to table the appointment of Steve Harmon as Township Code Enforcement Officer and Alternate Zoning Officer, seconded by Supervisor Ryneerson. **Motion carried.**

I. Motion to appoint \_\_\_\_\_ to the Vacancy Board Chairman – accepting nominations

Chairman Ault told those present and online that he had received a letter from James Staff (copy on file) requesting to be appointed as Chairman of the Vacancy Board. Mr. Staaf felt that the 10 years he served as a supervisor gives him beneficial insight into the position.

Supervisor Hartlaub made a motion to appoint John Berry as Vacancy Board Chairman and did not receive a second. His motion died.

Supervisor Ault made a motion to appoint James Staaf as Vacancy Board Chairman, seconded by Supervisor Rynearson. In a vote of Supervisor Ault, Rynearson, and Wetzel voting “Yay” and Supervisor Hartlaub voting “Nay” the **Motion carried.**

J. Motion to appoint Supervisor Harold Hartlaub as Chief Administrative Officer of Pension Plan

Supervisor Rynearson made a motion to appoint Harold Hartlaub as Chief Administrative Officer of Pension Plan, seconded by Supervisor Ault. **Motion carried.**

### **APPOINT AND ACCEPTANCE OF INDIVIDUAL FEE SCHEDULES FOR 2022**

A. Motion to appoint Stock and Leader as Solicitor

Supervisor Ault made a motion to reappoint Stock and Leader as Solicitor and accept their fee schedule, seconded by Supervisor Rynearson. **The Motion carried.**

B. Motion to appoint C.S. Davidson as Engineer

Supervisor Ault made a motion to reappoint C.S. Davidson as Township Engineer and accept their fee schedule, seconded by Supervisors Rynearson. **The Motion carried.**

C. Motion to appoint Herbein C.P.A. & Consultants as Auditors

Supervisor Rynearson made a motion to reappoint Herbein C.P.A. & Consultants as Auditors as Auditors and accept their fee schedule, seconded by Supervisor Wetzel. **The Motion carried.**

D. Motion to appoint Joseph Kalasnik, PC as Zoning Hearing Board Solicitor -

Supervisor Rynearson made a motion to reappoint Joseph Kalasnik PC as Zoning Hearing Board Solicitor and accept his fee schedule, seconded by Supervisor Ault. **The Motion carried.**

E. Motion to appoint Group Hanover Sewage Enforcement Officer

Supervisor Ault made a motion to reappoint Group Hanover as the Sewage Enforcement Officer and accept their fee schedule, seconded by Supervisor Hartlaub. **The Motion carried.**

F. Motion to appoint Hanover Land Services as Alternate Sewage Enforcement Officer

Supervisor Rynearson made a motion to reappoint Hanover Land Services as Alternate Sewage Enforcement Officer and accept their fee schedule, seconded by Supervisor Wetzel. **The Motion carried.**

G. Motion to appoint Building Inspections - Middle Department Inspection Agency

Supervisor Rynearson made a motion to reappoint Middle Department Inspection Agency for Building Inspections and accept their fee schedule, seconded Supervisor Wetzel. **The Motion carried.**

**2022 ADMINISTRATIVE MOTION ITEMS**

A. Motion authorizing the following depository institution to handle all Township accounts: - People's Bank

Supervisor Ault made a motion authorizing the following depository institution to handle Township accounts, People's Bank, seconded by Supervisor Hartlaub. **Motion carried.**

B. Motion to Renew all existing Ordinances and Resolutions

Supervisor Rynearson made a motion to renew all existing Ordinances and Resolutions, seconded by Supervisor Ault. **Motion carried.**

C. Motion to Establish the dates and time for Board of Supervisors Meetings

- Work Session the First Thursday of the month at 7:00 P.M. Caucus at 6:00 P.M.;
- Regular Meeting the Third Tuesday of the month at 7:00 P.M. Caucus at 6:00 P.M.

Supervisor Ault made a motion to establish the dates and times for the Board of Supervisors meetings, as Work Session the first Thursday of the month at 7 p.m., with Caucus at 6 p.m.; Regular Meeting the third Tuesday of the month at 7 p.m., with Caucus at 6 p.m., seconded by Supervisor Rynearson. **Motion carried.**

D. Motion to Establish the mileage reimbursement rate at the prevailing 2022 IRS rate of

Supervisor Rynearson made a motion to establish the mileage reimbursement rate at the prevailing 2022 IRS rate of 58.5 cents per mile, seconded by Supervisor Hartlaub. **Motion carried.**

E. Motion to Establish the Manager's, and Secretary's bonds at \$500,000.00

Supervisor Rynearson made a motion to establish the Manager's bond and the Township Secretary's bond at \$500,000 each, seconded by Supervisor Ault. **Motion carried.**

F. Motion to Establish the Treasurer's bond at \$3 million dollars

Supervisor Rynearson made a motion to establish the Treasurer bond at \$3 million dollars, seconded by Supervisor Wetzel. **Motion carried.**

G. Motion to adopt Resolution #2022-01 - the Fee Schedule for Services and Permits and Sewer Rates

Supervisor Ault made a motion to adopt Resolution # 2022-01 the Fee Schedule for Services and Permits and Sewer Rates, seconded by Supervisor Rynearson. **Motion carried.**

H. Motion to adopt Resolution # 2022 – 02 - to allow the Transfer of Unencumbered Monies

Supervisor Ault made a motion to adopt Resolution # 2022 – 02 to allow the Transfer of Unencumbered Monies, seconded by Supervisor Rynearson. **Motion carried.**

I. Motion to adopt Resolution # 2022 – 03 Establishing Salaries for 2022

Supervisor Ault made a motion to table Resolution # 2021 – 03 Establishing Salaries for 2022, seconded by Supervisor Rynearson

The Reorganization meeting was closed at 6:25 p.m. The Board then went into a brief caucus and at 6:35 p.m. went into an executive session. **Motion carried.**

## **WORK SESSION AGENDA**

The Work Session of the West Manheim Township Board of Supervisors was called to order by Chairman Ault at 7:05 p.m.

**PUBLIC COMMENT:** Chairman Ault asked if anyone in the audience or online, wanted to make any comments and received no reply.

**APPROVAL OF MINUTES:** Supervisor Rynearson made a motion to approve the Minutes from the Regular Board of Supervisors Meeting of Tuesday, December 21, 2021, seconded by Supervisor Ault. In a vote of Supervisors Ault, Hartlaub and Rynearson voting “Yay” and Supervisor Wetzel abstaining the **Motion carried.**

**CORRESPONDENCE:** Chairman Ault noted that the Township had received requests for reappointments from Nina Rynearson and Michael Hawkins for reappointment.

Supervisor Ault made a motion to accept the correspondences as given, seconded by Supervisor Wetzel. **Motion carried.**

### **APPROVAL OF DISBURSEMENTS:**

The Disbursements from all Funds were approved, as listed, in a motion by Supervisor Ault, seconded by Supervisor Rynearson. **Motion carried.**

### **ACTION/DISCUSSION ITEMS:**

#### **ACTION ITEMS**

##### **A. Oath of Office for Corporal Justin Seibert**

Chairman Ault asked Chief Edwin Schneider to explain the new position for the Rank and File for the Police Department. He then told those present and online that Rank and File would be Chief, Lieutenant, Sergeant, Corporal, PFCs and Officers.

Township Secretary Miriam Clapper administered the Oath of Office to Corporal Justin Seibert.

Chief of Police Edwin Schneider then presented Corporal Seibert with his corporal stripes and badge.

##### **B. Re-Appointment to the Recreation Park Board (5-Year Term)**

1. Motion to re-appoint Nina Rynearson to the Recreation Park Board for a 5-year term ending December 31, 2026.

Supervisor Ault made a motion to reappoint Nina Rynearson to the Recreation Park Board for a 5-year term ending December 31, 2026, seconded by Supervisor Hartlaub. In a vote of Supervisors Ault, Hartlaub, and Wetzel voting “Yay” and Supervisor Rynearson abstaining the **Motion carried.**

C. Re-Appointment to Zoning Hearing Board (5-Year Term)

1. Motion to re-appoint Michael Hawkins to the Zoning Hearing Board for a 5-year term ending December 31, 2026.

Supervisor Ault made a motion to reappoint Michael Hawkins to the Zoning Hearing Board for a 5-year term ending December 31, 2026, seconded by Supervisor Hartlaub. **Motion carried.**

D. Motion to Authorize Attendees and Appoint a Voting Delegate for PSATS Annual Conference –  
April 24-27, 2022

Supervisor Hartlaub made a motion authorizing the attendance of any Supervisor who would like to attend the PSATS Annual Conference, April 24-27, 2022, and to nominate Supervisor Rynearson as the voting delegate for the Board, seconded by Supervisor Ault. In a vote of Supervisors Ault, Hartlaub, and Wetzel voting “Yay” and Supervisor Rynearson abstaining the **Motion carried.**

E. Motion to approve the Employment Agreements between West Manheim Township Board of Supervisors and the Chief of Police for the West Manheim Township Police Department, the Lieutenant of Police for the West Manheim Township Police Department, and the Township Manager

Supervisor Ault made a motion to table the Employment Agreements between West Manheim Township Board of Supervisors and the Chief of Police for the West Manheim Township Police Department, the Lieutenant of Police for the West Manheim Township Police Department, and the Township Manager, seconded by Supervisor Rynearson. **Motion carried.**

F. Authorization to advertise for the hiring of a roadmaster or equipment operator

Supervisor Ault noted that the board had already made a motion to advertise for a roadmaster at a past Board of Supervisors’ meeting, so he was going to make a motion to just advertise for an equipment operator.

Supervisor Ault made a motion to advertise for the hiring of an equipment operator, seconded by Supervisor Rynearson. **Motion carried.**

DISCUSSION ITEMS: None.

SUPERVISORS AND/OR PUBLIC COMMENTS: Chairman Ault asked if anyone from the public wanted to approach the Board, and anyone present on-line wanted to speak at this time and received no reply.

Chairman Ault then informed those present at the last supervisors’ meeting that a resident asked if the Board members could give an update on the leak or spill of propane that took place at Gene’s Propane located on Baltimore Pike. Lieutenant Baker came forward and presented his findings to the Board members (copy on file in the West Manheim Township Police Department). After presenting his findings to the Board of Supervisors, Chairman Ault explained that Gene’s Propane is in 100 percent full compliance of all requirements that is required by Labor and Industry and follows all protocols for handling a potential leakage. Whenever the fire department or the police departments get a call, they have found that the owner is in complete compliance. Chairman Ault also expressed that the Board members did their due diligence as a board of supervisors by asking the Police Department to do a full investigation since it was brought to their attention. The Chairman told those present that there was no major leak or spill, and that the evacuation is standard procedure when the County’s 911 Department receives a call concerning a propane leak. Chairman Ault did bring forward two letters that he received concerning this situation. He then asked the Township Secretary Miriam Clapper to send a letter to Mr. Hoffman making him aware of the investigation done by Lieutenant Baker and to ask him to contact the Pennsylvania Department of Labor and Industry in the future.

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Supervisor Rynearson informed the Board members and those present in person and online that the West Manheim Township Park Recreation Board had applied for and received grant money for \$240,000 to use on the next phase of the park.

Next Scheduled Meetings: Board of Supervisors Meeting - Tuesday, January 18, 2022, at 7:00 p.m. with Supervisors Caucus at 6:00 p.m. Supervisors Work Session – Thursday, February 3, 2022, at 7:00 p.m. with Supervisors Caucus at 6:00 P.M.

Chairman Ault informed those present in person and online that the Board would be holding an executive session tomorrow evening, Tuesday, January 4, 2022, at 7 p.m. to discuss personnel issues.

Adjournment: Supervisor Ault made a motion to adjourn the meeting at 7:45 p.m., seconded by Supervisor Rynearson.  
**Motion carried.**

Respectfully submitted,

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Secretary

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Chairman